

Swanbourne Primary Parents and Citizen Group

Minutes of Meeting

Wednesday 9th September 2020, 7.00pm

Swanbourne Primary School Staff Room

Attendees	Apologies
Lauren Pavlich – President	Steve O’Hara - Treasurer
Melissa Dove - Vice President	Peta Bennett
Belle Lyons – Secretary (via Zoom)	Sophy Foreman
David Knox – Principal	Eloise Harris
Rebecca Robson - Deputy Principal	Zoe Moss
Lorna Carter	Lee Nugawela
Emma Coyle	Amanda Spalding
Joy Davies	Taury Wainwright
Matt Dowd	
Katherine Green	
Lisa Harry	
Anna McGlew	
Tom Orchard	
Cathy Osan	
Matilda Toft	
Olga White (via Zoom)	

Item	Description of discussion	Action by
1	<p>Welcome, Apologies and Membership</p> <ul style="list-style-type: none"> ▪ Meeting commenced at 7:06pm. ▪ Quorum formed. ▪ New members: <ul style="list-style-type: none"> ○ Lisa Harry ○ Matilda Toft 	Lauren Pavlich
2	<p>Minutes of Previous Meeting</p> <ul style="list-style-type: none"> ▪ <i>Moved by Lauren Pavlich that Minutes of the meeting held on 17.06.2020 be taken as read and confirmed; seconded by Matilda Toft; members supported.</i> 	Lauren Pavlich
3	<p>Business arising from Minutes</p> <p>Actions items from previous Minutes:</p> <ol style="list-style-type: none"> 1. Taury Wainwright and Mel Styles to each obtain quotes for a shade cloth over the Year 1-2 play space and mud kitchen. <ul style="list-style-type: none"> ○ Roll over. ○ <i>Action: Taury Wainwright and Mel Styles to each obtain quotes for a shade cloth over the Year 1-2 play space and mud kitchen.</i> 2. Joy Davies to look into developing a committee to organise a busy bee for younger years area. <ul style="list-style-type: none"> ○ Completed. ○ In Term Planner for 19th of September 2020. 3. Melissa Dove and Lauren Pavlich to liaise with Bec Robson and David Knox to consider the school's obligations to indigenous initiatives. <ul style="list-style-type: none"> ○ Completed. ○ Raised at the last Board meeting. 4. Zoe Moss and Eloise Harris to organise a uniform 'Faction Fundraiser' selling caps, scrunchies, zinc, hairspray, nail polish etc. Set up Try Booking platform and get a link in the newsletter and via Connect. <ul style="list-style-type: none"> ○ Completed. ○ \$2,720 raised. 5. Sophy Foreman to speak to Tim Foreman about purchasing stackable chairs. <ul style="list-style-type: none"> ○ Completed. ○ Chairs are not available. 6. Sophy Foreman to send out Connect notice about the Precious Plastic initiative. <ul style="list-style-type: none"> ○ Completed. 7. Sophy Foreman to contact the Precious Plastics organisers and ask if they could pick up from Swanbourne. <ul style="list-style-type: none"> ○ Not required. ○ While Sophy Foreman is away other families have offered to take the plastic done south to the collection point. 	Lauren Pavlich

	<p>8. Amanda Spalding to send Communication out via newsletter and/or Connect about school banking starting again next term.</p> <ul style="list-style-type: none"> ○ Completed. 	
<p>4</p>	<p>Correspondence</p> <ul style="list-style-type: none"> ▪ Westpac – Uniform Shop Account statement 24.02.2020 – 24.08.2020 ▪ Westpac – Canteen account Statement 24.02.2020-24.08.2020 	<p>Belle Lyons</p>
<p>5</p>	<p>President’s Report</p> <ul style="list-style-type: none"> ▪ Kindy/Pre-primary area Busy Bee <ul style="list-style-type: none"> ○ Will be held 19th September 8-11am. ○ Held and partially completed area. ▪ Mud kitchen and sandpit dead space <ul style="list-style-type: none"> ○ Action: Mel Dove, Joy Davies and Lauren Pavlich to liaise with Sue Hanson and discuss ideas for the dead space near Mud Kitchen and sandpit. 	<p>Lauren Pavlich</p>
<p>6</p>	<p>Principal’s Report</p> <ul style="list-style-type: none"> ▪ Open Night <ul style="list-style-type: none"> ○ This event will go ahead in a COVID-19 friendly manner, with house groups being allotted separate times. I’ve sent through the details on Connect. The limit of 10 applies only to adults. ▪ Before School Protocols <ul style="list-style-type: none"> ○ I’m really happy with our new protocols before school. From 8.00am – 8.35am children can either be with me on the oval, or sitting in the quadrangle waiting until they’re dismissed at 8.35 am. As well as these two options, we have band practice from 8.00am to 8.45am on Wednesdays and choir practice from 8.00am to 8.45am on Thursdays. The oval sessions are active and a good chance for me to spend some quality time with the children. When dropping your children off before school, please have them go to any one of the locations where direct supervision is provided. I’m having a close look at Term 4 and possibly having everyone on the oval and terraces for children who don’t want to exercise. ▪ After School Protocols <ul style="list-style-type: none"> ○ These will change after the COVID-19 restrictions in the ECE area of the school. ▪ Dogs <ul style="list-style-type: none"> ○ I am so appreciative of the school community’s adherence to our ‘no dogs’ policy. As the person ultimately responsible for the safety, health and well-being of all of our students while at school, eliminating this risk factor has eased the weight off my shoulders considerably. ▪ Nuts <ul style="list-style-type: none"> ○ We do have students with nut allergies and as such we are a ‘nut aware’ school. In this, we do ask all parents/caregivers to not pack any nuts or products with nuts in them into lunch boxes. Again, I am appreciative of you all in adhering to this as the results of an incident could be catastrophic. 	<p>David Knox</p>

	<ul style="list-style-type: none"> ▪ Board <ul style="list-style-type: none"> ○ The board met on Monday 7 September and we had some really valuable discussions and reports on the Festival of Lights by Mrs Bullock, a water safety report from Miss Murray, a COVID-19 update, 2020 budget review, new uniform update, review of the 2018-2020 business plan, 2021 planning, board succession planning and community feedback. Should you ever wish to have an issue raised at board level, the parent members of the board are Matthew Dowd (Chair), Hilary Macnamara, Nicole Sanders, Michelle Wilmot, Cameron Jenkinson, Tom Orchard and Lauren Pavlich. ▪ 2021 <ul style="list-style-type: none"> ○ Planning for next year is now well underway. On Monday I shared with the board details pertaining to 2021 finances, staffing structures and curriculum. Based on school and community needs and taking everyone’s opinion into account, 2021 will see a continuation of Japanese and Science will be taught by classroom teachers, as opposed to a specialist teacher. Our Science teacher, Mrs Bartlett will be re-deployed into a classroom. I’ll keep the school community fully informed on our progress towards the 2021 academic year. 	
7	<p>Treasurer’s Report</p> <ul style="list-style-type: none"> ▪ See attached reports. ▪ General account report was not available. Will be presented at the next meeting. ▪ <i>Moved by Lauren Pavlich that financial reports dated August 2020 be taken as read and confirmed; seconded by Tom Orchard; members supported.</i> 	Tom Orchard
8	<p>Sub-Committee Reports</p> <p>Social and Fundraising Committee</p> <ul style="list-style-type: none"> ▪ Art Festival <ul style="list-style-type: none"> ○ Planning is on track. <p>Environmental Committee</p> <ul style="list-style-type: none"> ▪ Cash for Containers/Containers for Change <ul style="list-style-type: none"> ○ Two options: <ul style="list-style-type: none"> ▪ Drop off at another collection point using school ID, or ▪ Get a collection bin at the school. ○ Starts 1st October 2020 ○ Website: ○ Lisa feels we would be in a better position if we organised to have a collection bin at the school. ○ Action: Belle set up account and ID number for Containers for Change <p>School Banking</p> <ul style="list-style-type: none"> ▪ Banking forms have been given to Lori to get David Knox to sign for setting Mel up as a banking coordinator. 	<p>Lauren Pavlich</p> <p>Lisa Harry</p> <p>Amanda Spalding (via Messages)</p>

	<ul style="list-style-type: none"> ▪ Should then be able to get going next <p>Uniform Shop</p> <ul style="list-style-type: none"> ▪ New uniform range was presented and well received. 	Anna McGlew
9	<p>Funding requests</p> <ul style="list-style-type: none"> ▪ No funding requests. 	Lauren Pavlich
10	<p>Other Business</p> <ul style="list-style-type: none"> ▪ No other business 	Lauren Pavlich
11	<p>Closure</p> <ul style="list-style-type: none"> ▪ Meeting closed at 9:23pm ▪ Next meeting Wednesday 28th of October 7:00pm – 8:30pm. 	Lauren Pavlich

**Swanbourne Primary School P&C Reporting
2020
Canteen Monthly Report and Annual Summary**

	Jan-2020	Feb-2020	Mar-2020	Apr-2020	May-2020	Jun-2020	Jul-2020	Aug-2020	Sep-2020	Oct-2020	Nov-2020	Dec-2020	YEAR TO DATE
<u>Revenue</u>													
Sales	0.00	2,547.70	4,666.85	165.61	3,850.25	5,823.59	2,734.18	6,624.28					26,412.46
Interest received	0.45	0.47	0.78	0.69	0.63	1.00	0.89	1.08					5.99
Other revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue	0.45	2,548.17	4,667.63	166.30	3,850.88	5,824.59	2,735.07	6,625.36					26,418.45
<u>Expenses</u>													
Purchases	0.00	0.00	3,145.60	3,301.62		4,087.24	4,831.22						15,365.68
Wages	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total expenses	0.00	0.00	3,145.60	3,301.62	0.00	4,087.24	4,831.22	0.00					15,365.68
Monthly Profit/(Loss)	\$0.45	\$2,548.17	\$1,522.03	(\$3,135.32)	\$3,850.88	\$1,737.35	(\$2,096.15)	\$6,625.36					\$11,052.77
<u>Bank Balances</u>													
Start of month	5,345.57	5,346.02	7,894.19	9,416.22	6,280.90	10,131.78	11,869.13	9,772.98					5,345.57
End of month	5,346.02	7,894.19	9,416.22	6,280.90	10,131.78	11,869.13	9,772.98	16,398.34	0.00	0.00	0.00	0.00	16,398.34
Difference	0.45	2,548.17	1,522.03	(\$3,135.32)	3,850.88	1,737.35	(\$2,096.15)	6,625.36					11,052.77
Check	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00

Comments:

No invoices received in August

Please note this report is prepared on a cash basis.

Swanbourne Primary School P&C Reporting

Uniform Shop 2020 Monthly Report and Annual Summary

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YEAR TO DATE
Revenue													
Sales	0.00	14,919.98	2,971.54	0.00	2,031.63	582.83	1,847.73	1,526.63	0.00	0.00	0.00	0.00	23,880.34
Interest received	0.42	1.13	1.73	1.61	1.45	1.74	1.79	1.78	0.00	0.00	0.00	0.00	11.65
Other revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue	0.42	14,921.11	2,973.27	1.61	2,033.08	584.57	1,849.52	1,528.41	0.00	0.00	0.00	0.00	23,891.99
Cost of Goods Sold													
Opening stock	23,130.44	17,850.29	9,722.70	9,768.76	11,165.26	6,941.26	6,567.53	5,838.15	4,917.33	4,917.33	4,917.33	4,917.33	23,130.44
Purchases	0.00	1,145.10	2,108.15	2,163.75	0.00	0.00	1,012.25	1,163.80	0.00	0.00	0.00	0.00	7,593.05
less: Closing stock	(17,850.29)	(9,722.70)	(9,768.76)	(11,165.26)	(6,941.26)	(6,567.53)	(5,838.15)	(4,917.33)	(4,917.33)	(4,917.33)	(4,917.33)	(4,917.33)	(4,917.33)
Cost of Goods Sold	5,280.14	9,272.70	2,062.08	767.25	4,224.00	373.73	1,741.64	2,084.62	0.00	0.00	0.00	0.00	25,806.16
Expenses													
Supplies, Insurance etc	0.00	0.00	0.00	0.00	0.00	0.00	270.00	0.00	0.00	0.00	0.00	0.00	270.00
Total expenses	0.00	0.00	0.00	0.00	0.00	0.00	270.00	0.00	0.00	0.00	0.00	0.00	270.00
Monthly Profit/(Loss)													
		\$5,648.41	\$911.19	(\$765.64)	(\$2,190.92)	\$210.85	(\$162.12)	(\$556.21)	\$0.00	\$0.00	\$0.00	\$0.00	(\$2,184.17)
Bank Balances													
Start of month	5,028.38	5,028.80	18,804.81	19,669.93	17,507.79	19,540.87	20,125.44	20,692.71	21,057.32	21,057.32	21,057.32	21,057.32	5,028.38
End of month	5,028.80	18,804.81	19,669.93	17,507.79	19,540.87	20,125.44	20,692.71	21,057.32	21,057.32	21,057.32	21,057.32	21,057.32	21,057.32
Reconciliation													
	0.00	0.00	(0.00)	0.00	0.00	(0.00)	0.00	0.00	0.00	0.00	0.00	0.00	(0.00)
End of Month Stock Value	17,850.29	9,722.70	9,768.76	11,165.26	6,941.26	6,567.53	5,838.15	4,917.33	4,917.33	4,917.33	4,917.33	4,917.33	4917.33

Comments:

Start of Year Stock \$ 23,130
 Current Stock Value: \$ 4,917
 Year to Date Profit: -\$ 2,184

January monthly profit is negative due to January Back to School sales proceeds received from Flexischools in Feb.

Please note this report is prepared on a cash basis.